

August 1998  
RUTGERS UNIVERSITY  
BYLAWS OF THE GRADUATE SCHOOL IN NEW BRUNSWICK

Article I. Organization of the Graduate Faculty

- Section 1. (a) The Dean of the Graduate School shall be chief administrative officer of The Graduate School per Article IV, Section 1, and shall serve as the principal spokesperson for programs of The Graduate School in New Brunswick to the Academic Vice President and to all other appropriate officers of the University.
- (b) The Dean will be advised by an Executive Council which shall represent broad disciplinary areas of the faculty and, over time, the faculty units on the New Brunswick Campus that share responsibility for Graduate School programs (hereafter these shall be referred to as the - faculty units and their deans as the faculty deans). All Standing Committees of the Graduate Faculty shall report to the Dean through the Executive Council.
- (c) The basic educational unit of the Graduate Faculty shall be the Graduate Program. Each program shall be governed by bylaws approved by the membership of the program, the faculty dean, if any, and the Dean of The Graduate School. All program bylaws shall provide for the nomination of a Program Director appointed by and responsible to the faculty dean and for the designation of an Executive Committee which shall be representative of the program members. The Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the program in conformance with the regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by the end of June of each academic year, a report to the program faculty and to the faculty dean with a copy to the Dean of The Graduate School.
- (d) The bylaws of the graduate programs shall provide for the following:
- 1) A procedure for nomination of individuals to Membership, Associate Membership or Adjunct Membership.
  - 2) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, quorum, and the privilege of calling extraordinary meetings.
  - 3) Procedures for the representation of students and for the solicitation of student opinion.

4) A procedure for the nomination of the Graduate Director and a definition of the term and functions of that person.

5) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis and examining committees.

6) Program organization, including committees, their functions and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress, curriculum, placement and the designation of recipients of appointments.

7) Procedures for student appeals and grievances.

8) Procedure for faculty appeals.

9) A procedure for amendment of the program bylaws.

## Article II. Membership of the Graduate Faculty

Section 1. A member is appointed to the Graduate Faculty by the Dean of the Graduate School. Nominations must be initiated by the Graduate Director on behalf of the faculty of the program and in accordance with the relevant provisions of the program bylaws and must be endorsed by the faculty dean.

Section 2. By virtue of their office, the President, the Vice President for Academic Affairs, the Vice President for Research, the University Librarian, the Dean of the Graduate School-New Brunswick, and the unit Deans shall be Members of the Graduate Faculty.

Section 3. There shall be two categories of voting membership in the Graduate Faculty: full membership and associate membership. Both categories have the right to vote at meetings of Graduate Faculty and may serve on committees of the Graduate School as defined by these bylaws. Both categories may teach graduate courses and direct the research and chair committees of masters' students. Only full members may be responsible for the direction of doctoral research (associate members may assist in this) and may chair doctoral committees.

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey may be nominated for adjunct membership. Adjunct members shall have voice but not vote in the affairs of the graduate programs and at meetings of the Graduate Faculty. They may serve on, but may not chair,

student committees. They may serve on other program committees if asked to do so. They will not be eligible to serve on standing committees of the Graduate School or as representative of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

#### Section 4. Criteria for Full and Associate Membership

(a) Tenured or tenure-track members of the faculty of Rutgers University or of the University of Medicine and Dentistry of New Jersey, if on regular state-funded IDR or SBR positions, will be appointed to membership or associate membership, upon nomination by the faculty of a graduate program and the endorsement of the faculty dean. Others nominated to membership or associate membership are subject to review and approval by the relevant Area Committee and the Executive Council. Those nominated to full membership shall be established scholars or creative artists with substantial continuing research programs or creative activity whose work is disseminated through scholarly refereed journals of distinction or their equivalent. The work shall be of sufficient stature and currency to justify the responsibility of supervision of doctoral dissertations or other original work for a terminal degree. Others may be nominated to associate membership who have established some record of scholarship or creative activity.

(b) It is expected that members of graduate programs will be active scholars and will regularly participate as requested by the program with which they are affiliated, as teachers, thesis and dissertation supervisors or committee members, or in another substantive, scholarly way that the program may define. Those who are members of more than one program must participate in each. Members who are inactive in any program with which they are affiliated may, by vote of the program faculty, be asked to withdraw. No member of the Rutgers University faculty bargaining unit may be required to withdraw except in the context of a review of all members, following the procedure described in the attached memorandum of agreement.

#### Section 5. Adjunct Membership

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey may be nominated for adjunct membership. Adjunct members shall have voice but not vote in the affairs of the graduate programs and at

meetings of the Graduate Faculty. They may serve on, but may not chair, student committees. They may serve on other program committees if asked to do so. They will not be eligible to serve on standing committees of the Graduate School or as representatives of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

- Section 6. No one who is a faculty member of a graduate program may simultaneously take graduate courses in that program for degree credit without the written approval of the Dean of The Graduate School.

### Article III. Meetings of the Graduate Faculty

- Section 1. The Graduate Faculty shall hold at least two regular meetings annually, one in the Fall and one in the Spring. The Dean may call additional faculty meetings as needed; the Dean must call a meeting upon petition signed by at least twenty members, or by a majority vote of the Executive Council.
- Section 2. A quorum shall consist of at least sixty voting members. Voting will be by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted by Robert's Rules of Order.
- Section 3. An agenda set by the Dean and the Executive Council will be circulated at least one week prior to a called meeting. Any original motion from the floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion.
- Section 4. Graduate students representing The Graduate School on the University Senate, or serving on a Standing Committee of a Graduate Program, and the President of the Graduate Student Association, may attend faculty meetings with the privilege of voice but without vote.
- Section 5. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the faculty may at any time, by majority vote, move to close a meeting to all except members of the Graduate Faculty.
- Section 6. All minutes of Graduate Faculty meetings shall be distributed to members, and shall be available to other members of the University community on request.

### Article IV. Officers and Duties

Section 1. The Dean of the Graduate School. As provided by University Regulation 2.81:

(a) "The Dean...shall be responsible for the effective academic and educational administration and shall promote its efficiency by every approved means."

(b) The Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.

(c) The Dean, Vice Dean or Associate Dean shall be ex officio members of all Standing Committees of The Graduate School.

(d) The Dean shall exercise a liaison function among the department chairpersons, the school, college, and faculty Deans, the Vice President for Research, the Vice President for Academic Affairs, Directors of Graduate Programs and the Executive Council of the Graduate Faculty.

(e) The Dean shall use the resources of his or her office, the Standing Committees of the Graduate Faculty, and any other source that he or she may choose, to prepare an annual report to the Executive Council of The Graduate School and to the Graduate Faculty.

Section 2. The Executive Council of the Graduate Faculty.

(a) Membership and Selection:

The Council shall be composed of twelve full members of the Graduate Faculty, nominated and elected for three-year terms on a rotating basis, one new member being elected each year from each of the following areas: (1) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Biological Sciences. No member who has served one three-year term may be nominated to succeed himself/herself without an intervening election. From the election slate, the member receiving the second highest number of votes in each area shall serve as alternate for any member of the Executive Council unable to represent his/her area; the Dean shall be empowered to install the alternate as needed to fill an area vacancy. A maximum of five additional members may be appointed by the Dean for one-year terms, to ensure a satisfactory representation of various disciplines and units of the University contributing to degree work in The Graduate School.

Two student representatives, appointed by the Dean in consultation with the Graduate Student Association, shall serve as nonvoting members for one-year terms.

(b) The Executive Council shall act for the Graduate Faculty to:

(1) Receive and evaluate all reports from the Area Committees with regard to membership matters and make recommendations on faculty memberships to the Dean.

(2) Receive and evaluate all reports from the Area Committees on curricular matters and make appropriate recommendations to the faculty and the Dean.

(3) Review reports on programs and recommend appropriate action to the Dean.

(4) Maintain liaison with student governing bodies to elicit opinions on curricula, courses, teaching effectiveness, and student-faculty interaction.

(5) Consider issues and proposals for action with regard to academic planning and program development, in its capacity as Planning Committee of The Graduate School.

(6) Prepare, together with the Dean, the Agenda for faculty meetings on all routine and policy matters requiring faculty discussion and approval.

(7) Take other actions, as necessary, between regular meetings of the faculty, and advise the Dean.

(c) The Executive Council shall ordinarily meet once each month of the school year; a majority of the Executive Council shall constitute a quorum. The Dean, or a member of the Council appointed by the Dean, shall preside at all meetings of the Executive Council. The Dean or his/her appointee shall cast a tie-breaking vote. The Assistant, Associate and Vice Deans shall attend meetings of the Council as ex officio members without voting privilege.

(d) Summaries of Council minutes shall be distributed to all Directors of Graduate Programs and to the unit deans.

Article V.

Standing Committees

Section 1.

Area Committees

(a) There shall be four Area Committees:

- (1) Biological Sciences
- (2) Humanities
- (3) Physical and Mathematical Sciences and Engineering
- (4) Social and Behavioral Sciences.

Each shall consist of eight members of the Graduate Faculty, appointed by the Dean for staggered two-year terms.

(b) Each Committee will evaluate nominations for full and associate membership from Area programs and unit deans which are not automatically granted under Article II, Section 4(a), and will make its recommendations for appointment to membership to the Executive Council

(c) Each Committee shall review new and revised courses, options, and programs, both with regard to their intrinsic merit and with regard to their relationship to other courses and programs at Rutgers. It shall make appropriate recommendations to the Executive Council with regard to such proposals for graduate instruction.

(d) Each Committee shall periodically review the programs in its area and report its conclusions to the Executive Council.

## Section 2. Nominating Committee

(a) The Committee shall be composed of twelve full members of the faculty, nominated and elected for three-year terms on a rotating basis, four new members being elected each year, one from each of the four areas: (1) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, (4) Biological Sciences.

(b) The Committee shall prepare slates of nominees, all of who have been polled on their willingness to stand for election, for the annual elections of members to the Executive Council, the Nominating Committee, the Committee of Review, the Judicial Board, and the Graduate School representatives to the University Senate and to the Faculty Council.

Members who have served a three-year term on any committee or the Senate may be nominated to succeed themselves. The Committee shall meet each academic year in February to prepare a slate of nominees which shall be sent to the Graduate Faculty one month before the elections, to allow for additional nominations by petition; each petition must be signed by at least fifteen members and have the assent of the nominee. At the election date, ballots shall be circulated, and the results reported by the Committee at the annual May meeting of the faculty.

Section 3. Planning Committee

The Executive Council shall act as the Planning Committee of The Graduate School.

Section 4. Committee of Review

(a) The Committee of Review shall consist of two tenured Members of the Graduate Faculty elected by the faculty and two tenured Members appointed by the Dean. The duties of the Committee shall be, as stated in the University regulation 4.23, to counsel and advise any member of the faculty who seeks such advice with respect to any problem affecting his status as a member of the University. The Committee may also on its own initiative make suggestions as to personnel matters to the administrative officers.

(b) The Committee of Review shall also serve to hear complaints by graduate students regarding the performance of members of the graduate faculty in their roles as advisers, research supervisors and mentors.

Section 5. Standing Committees may be established by a two-thirds vote of those present at a regular faculty meeting. The membership of new Standing Committees shall ordinarily be elected by the membership from a slate presented by the Committee on Rules of Procedure.

Section 6. Ad Hoc Committees, when required, shall be appointed by the Dean of The Graduate School for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Section 7. The Dean shall appoint replacements to Standing Committees as needed between elections.

Article VI. Amendments

Section 1. These bylaws may be amended at any meeting of the Graduate Faculty, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members at least one week prior to the meeting. Amendments may be initiated by the Dean, by a simple majority of the Executive Council, or by the written petition of fifteen voting members of the Graduate Faculty. Amendments must be approved by two-thirds of the members present and voting.



# OUTLINE OF GRADUATE SCHOOL REORGANIZATION

(December 15, 1998)

## 1. Guiding Principles

The goal of the recent re-organization at the New Brunswick campus is to provide deans maximum autonomy, authority, and flexibility with respect to their academic affairs, their budgets, and their personnel, while maintaining the deans' accountability for their decisions. (August 23, 1996 memo from J. Seneca, University Vice-President for Academic Affairs).

As an important component of this re-organization, the Graduate School-New Brunswick has been charged with re-examining its procedures, rules, and practices to make them consistent with the spirit of the campus re-organization. The goal is to devolve to the faculty deans primary responsibility for academic, budgetary and personnel matters of the graduate programs based in their units and to hold them accountable for the quality of these programs just as they are accountable for the quality of their other programs and their faculty.

The current rules and regulations of the Graduate School-New Brunswick governing graduate programs (involving such matters as general degree requirements, student committees and dissertations, registration, admission, grading, and minimum TOEFL scores) remain in force, subject to amendment by the Executive Council.

The Graduate School will continue to provide a wide range of services to graduate programs and students, and will increase its efforts in the collection and evaluation of information about graduate programs, in fund raising, and in publicizing the achievements of graduate education at New Brunswick.

## 2. Mission of the Graduate School

The principal mission of the Graduate School-New Brunswick is to encourage high-quality instruction and research opportunities for graduate students and to ensure the integrity of the graduate degree as well as the graduate experience at Rutgers-New Brunswick.

The Graduate School - New Brunswick will offer services, information, and guidance to graduate programs and students at New Brunswick and to the decanal units and other administrative offices responsible for these programs.

The Dean and the staff of the Graduate School will be the principal spokespersons for graduate education at New Brunswick, and will provide leadership and oversight on matters of importance to graduate education at New Brunswick.

The Graduate School - New Brunswick will make assessments of the quality of graduate programs, will consult periodically with the programs and the relevant faculty deans, and will

forward recommendations for program improvement to the program director, the faculty dean, and the University Vice-President for Academic Affairs.

The Graduate School - New Brunswick will organize fund-raising efforts in support of graduate education at New Brunswick and will work with programs and decanal units to identify sources within and outside the University for the support of outstanding graduate students, programs, and initiatives.

Whereas the relevant faculty deans will have principal responsibility for graduate programs based in their units, the Graduate School - New Brunswick will have principal responsibility for interunit programs (see Governance and Organization).

### 3. Governance and Organization

#### A. The Graduate Program

The Graduate Program is the main locus for decisions on graduate education and the basic unit of the Graduate Faculty. Graduate programs whose Rutgers members are exclusively or primarily faculty members of a single decanal unit will have the dean of that unit as their Primary Dean. For interunit programs, the Dean of the Graduate School will be the Primary Dean, unless the Graduate Dean and the relevant faculty deans jointly agree that one of the faculty deans will serve as Primary Dean. (A list of programs with their current primary affiliations is enclosed.) The Primary Dean of interunit programs will consult with the relevant academic deans on all important matters affecting the program. For interunit programs that are also joint Rutgers-UMDNJ programs, the Graduate Dean shall serve as the Primary Dean for Rutgers.

Programs will report to their Primary Deans on all academic and budgetary matters pertaining to the program. For data-collection purposes, the Graduate School - New Brunswick will collect from graduate programs copies of their annual reports to the Primary Deans as well as other information on graduate education in Rutgers-New Brunswick.

Nominations to the Graduate Faculty and curricular changes initiated by a Graduate Program will require the endorsement of the Primary Dean before being forwarded to the relevant Area Committee and the Executive Council of the Graduate Faculty.

#### B. Graduate Program Directors

The Director of a Graduate Program, nominated and elected in accordance with the program's bylaws, will be appointed by the program's Primary Dean, who will inform the Graduate Dean (if different) of the appointment.

#### C. The Graduate Faculty

All nominations to the Graduate Faculty will require the endorsement of the Primary Dean of the nominating program.

The Executive Council, which acts for the Graduate Faculty between regular meetings and advises the Graduate Dean, will be expanded to insure appropriate representation of the decanal units. In addition to the 12 elected members of the Council (three from each of the four disciplinary areas), there will be five members (instead of the current three) appointed by the Dean of the Graduate School in consultation with the relevant faculty deans.

The endorsement of the relevant faculty dean will be required before the four Area Committees (Biological Sciences, Humanities, Physical and Mathematical Sciences and Engineering, Social Sciences), can review curricular changes proposed by graduate programs, evaluate nominations for memberships not automatically granted (that is, nominations of persons not holding a regular faculty appointment at Rutgers or UMDNJ), and make recommendations on these matters to the Executive Council.

D. The changes described in articles A, B, and C above have been institutionalized through a revision of the Bylaws of the New Brunswick Graduate Faculty (December 15, 1998).

#### 4. Services and Functions

A. The Graduate School - New Brunswick will continue to provide a wide range of services to graduate programs and graduate students in the Graduate School - New Brunswick and campus wide, which include the following:

- \*Certify students' degrees, maintain records, and monitor registration rules.
- \*Prepare and disseminate a dissertation style guide; conduct dissertation and thesis preparation workshops; and assist programs and students in preparing dissertations/theses for the library for processing.
- \*Oversee academic and registration matters for non-degree students.
- \*Work with other relevant administrative offices on coordinating commencement activities.
  
- \*Organize the Teaching Assistant Project.
- \*Monitor the English language requirement of foreign students.
- \*Oversee the Academic Integrity Policy with respect to graduate programs.
- \*Oversee diversity opportunity programs.
  
- \*Collect information about fellowship and other funding opportunities and disseminate this information to the programs.
- \*Serve as the campus contact for Fulbright grants and other similar grants.
  
- \*Work with other relevant administrative offices on graduate student life issues, including matters related to housing and health services.
- \*Work with graduate program directors and faculty deans on the resolution of student problems, including faculty/student disputes.
- \*Provide advice to the Graduate Student Association.
- \*Provide advice and services on matters pertaining to possible student violations of institutional policies and of local, state or federal laws.